



Providing Services and supports to People with an Intellectual Disability

POLICY ON ACCESS TO SERVICES

REFERRALS, ADMISSIONS & TRANSFERS

The purpose of this policy is to clearly set out Ability West's position in relation to referrals, admissions and transfers for individuals who request a service and/or supports from the organisation. There are two main criteria that must be met for a child applying for a service from Ability West:

- The child applying is or will be attending a Special School of which Ability West is patron of.
- The child has a diagnosis of an Intellectual Disability or an Intellectual Disability and Autism evidenced by a copy of a Psychological Assessment Report (to include cognitive and adaptive functioning).

The two criteria that must be met for an adult:

- The person resides within the catchment area of Ability West's services.
- The person has a diagnosis of an Intellectual Disability or an Intellectual Disability and Autism evidenced by a Psychological Assessment Report (to include cognitive and adaptive functioning).

Referral applies to the process by which referrals are made on or on behalf of an individual on the Ability West Service Request Form – Children or the Service Request Form – Adult.

Admission applies to the process by which an individual is admitted to the organisation's services.

Transfer applies to the process by which an individual moves/transfer from one service to another within the organisation's services.

The definition of 'services' includes day services, residential (group home) services, residential respite, community support, home sharing and multi-disciplinary services. An admission to Ability West's services can be to any one or more of these services.

Ability West's policy on referrals, admissions and transfers sets out principles and accompanying procedures which are to be applied across all services in order to ensure that:

- Fair and proper procedures are followed in relation to the management of referrals, admissions and transfers
- The organisation has the capacity to provide the required service and/or supports, within the resources available, at a safe level at the point of referral or transfer request
- The rights of people with an intellectual disability are to the forefront in determination of decisions, taking into account available resources
- The nature and duration of service/supports being offered is clear
- the individual service and support requirements of the person is clear
- Consultation and support through the process with all relevant stakeholders
- Processes occur in a timely manner
- There is a comprehensive documented assessment carried out prior to admission, of the health, personal and social care needs of the person being considered for admission; this involves appropriate health care professionals
- On successful admission/transfer individuals and/or their representative are provided with clear written communication in relation to placement
- On unsuccessful admission/transfer individuals and/or their representative are provided with clear written reasoning for decision
- There is a process in place whereby decisions can be appealed
- Unmet needs are collated so that the need for further service development can be made clear to the funding authority
- The organisation can only operate within its available funding, provided to the organisation by its funders
- All applicable legislation, regulations, national standards, and guidelines are adhered to.

In line with its vision and mission statement, Ability West upholds the dignity and respect of all individuals throughout the referrals, admissions and transfer process.

It is the policy of Ability West to endeavour to provide the most suitable service and supports to each service user, with the service and supports designed to assist each person achieve his/her full potential, and this is taken into account when decisions are being made in relation to admissions and transfers.

New applicants for services of Ability West who wish to apply for respite services (residential respite, home sharing, community support, social groups etc.) must first apply for services generally in compliance with this policy prior to applying for respite specifically.

Applications to Ability West for respite in respect of children can only be made on behalf of children who attend a special school of which Ability West is patron.

Ability West considers requests for referrals and transfers for services and supports on the basis of age, geographical area, disability, assessment of the applicant's needs and the capacity of the organisation to provide a suitable service and supports.

Specific procedures have been developed to ensure that adequate processes are in place for the above situations. This includes a process for ratification by the Board of Directors and appropriate notification to the H.S.E.

This policy will be reviewed every three years or more frequently if required.

Signed: Breda Crehan-Roche

Approval Date: 28/09/2017

Implementation Date: 28/09/2017

VERSION HISTORY:

Rev. 0	PREPARED BY: Bill Griffin, Director of Client Services Eileen Costello-Conneely, Service Quality Manager	DATE: 23/07/2009
	APPROVED BY: Breda Crehan-Roche, Chief Executive	DATE: 28/09/2009
Rev. 1	REVIEWED BY: Gerry Haslam, Director of Client Services Eileen Costello-Conneely, Services Quality Manager	DATE: 02/04/2013
	APPROVED BY: Breda Crehan-Roche, Chief Executive	DATE: 29/04/2013
Rev. 2	REVIEWED BY: Gerry Haslam, Director of Client Services Eileen Costello-Conneely, Services Quality Manager Service User Council Policy Advisory Group of Ability West	DATE: 18/06/2013
	APPROVED BY: Breda Crehan-Roche, Chief Executive	DATE: 24/06/2013
Rev. 3	REVIEWED BY: Frances Murphy, Director of Client Services Eileen Costello-Conneely, Quality and Compliance Manager Policy Advisory Group of Ability West	DATE: 25/08/2016
	APPROVED BY: Breda Crehan-Roche, Chief Executive	DATE: 26/09/2016
	REVIEWED BY: Kieran Keon, Head of Social Work, Client Services Management Team, Policy Advisory Group of Ability West	DATE: 11/09/2017
	APPROVED BY: Breda Crehan-Roche, Chief Executive	DATE: 25/09/2017
	NEXT REVIEW DUE:	DATE: 09/2020

REVISION HISTORY:

REVISION	DATE	DESCRIPTION OF CHANGE	CHANGE NO.
0	28/09/2009	Introduction of new policy	N/A
1	05/04/2013	See Q.A.R.F. No. 0177	0177
2	18/06/2013	See Q.A.R.F. No. 0182	0182
3	24/08/2016	See Q.A.R.F. No. 0285	0285
4	13/09/2017	See Q.A.R.F. No. 0334	0334